



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

S: 17 Oct 97

AFLG-PRO

16 Sep 97

MEMORANDUM FOR Installation Directors of Contracting

SUBJECT: Contracting Information Letter (CIL) 97-45, FY 97 DD
Form 350 Database Corrections and Reporting Management

1. References:

a. Memorandum, SARD-PP, dated 25 Aug 97, subject: Fiscal
Year 97 DD Form 350 Database Corrections and DD Form 350
Reporting Management (Encl 1).

b. E-mail from AFLG (Suzanne Lyon), dated 11 Sep 97,
subject: July DD 350/DD 1057 Processing (Encl 2).

c. E-mail from G4 SADBUE (Jerry Blaydes), dated 29 Aug 97,
subject: FW: FY 1997 DD 350s (Encl 3).

2. In response to a Senate inquiry, we recently completed a massive data call on commercial item procurements. We were required to verify the accuracy of the information retrieved from the DD 350 database. This effort was very time-consuming, manpower intensive and resulted in the discovery of a significant number of coding errors in the DD 350 database. The inability to retrieve accurate data from the database is of utmost concern to FORSCOM and the Army. It impacts directly on your organization since staffing and funding level decisions are made based on the data.

3. It is the responsibility of every Director to ensure the accuracy of the DD 350 information submitted. The accuracy of the information is essential for proper tracking, assessment of various metrics and to fulfill statutory reporting requirements. Each Director should establish procedures and accountability for ensuring the accuracy and timeliness of DD 350 and 1057 reporting. The preparation and verification of DD 350 and 1057 reports will be an item of review on Contract Management Reviews.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-45, FY 97 DD
350 Database Corrections and Reporting Management

4. The issue at hand is the correction of the FY 97 database. Every effort must be made to correct DD 350s submitted during FY 97, with particular emphasis on commercial item procurements, multiyear contracts, and whether or not certified cost or pricing data was obtained. Submission of completed DD Forms 350 must be accomplished by 17 Oct 97 in order to receive credit for the actions. If you have not submitted all your 1057s, please do so as soon as possible.

5. Jerry Blaydes in the FORSCOM SADBUs Office has sent information on DD 350s that need correcting. Please respond to the SADBUs Office not later than 17 Oct 97. If you need additional information contact either Judy Armstrong, DSN 367-5559 or Jerry Blaydes, DSN 367-6223.



Encls
as

TONI M. GAINES
Acting Chief, Contracting
Division, DCSL&R
Acting Principal Assistant
Responsible for Contracting



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SEP 03 1997

25 AUG 1997

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 97 DD Form 350 Database Corrections and DD Form 350 Reporting Management

References:

- a. Defense Federal Acquisition Regulation Supplement (DFARS) 253.204-70.
- b. Federal Acquisition Regulation (FAR) 4.602.
- c. Memorandum, SARD-PP, dated June 10, 1997, Subject: Commercial Item Procurements, Federal Acquisition Streamlining Act (FASA) of 1994, P.L. 103-355.
- d. Memorandum, SARD-PR, dated August 21, 1997, Subject: Areas of Special Interest for FY 98.

It is the responsibility of every contract specialist and contracting officer providing input, and every manager who oversees the contracting function within their organization, to ensure 100% accuracy in the DD Forms 350 submitted. DFARS 253.204-70 contains detailed instructions for completing the DD Form 350.

Based on the input received in response to the June 10, 1997, memorandum on Commercial Item Procurements, it is clear that the FY 97 DD Form 350 database contains a significant number of errors with respect to commercial item procurements. Additionally, the DoD has called to our attention suspected coding errors of contracts containing options that may have been coded as multiyear contracts as well as erroneous coding with respect to whether or not certified cost or pricing data was obtained. It is likely that errors exist within other fields of the database. Whether due to a lack of understanding, inadequate training, sub-assignment to a clerk or other non-accountable individual, or simple carelessness in preparing the form, is immaterial, but the effect on our database and the Army's ability to answer inquiries accurately and timely, is of major concern.

We anticipate additional inquiries, such as the one from Senator Levin's office that surfaced the coding errors on commercial item procurements, to continue and perhaps



increase over time as information regarding the success of acquisition reform initiatives is sought. The DD 350 database is the logical and simplest way to answer, but only if the database contains accurate information. Otherwise, costly field inquiries will be required each time such a request is received and the Army's response time (and pain) will significantly increase.

We have a very small window during which changes to the FY 97 database can still be effected. Every effort must be made to correct DD Forms 350 submitted during FY 97, with particular emphasis on commercial item procurements, multiyear contracts, and whether or not certified cost or pricing data was obtained. Your review and submission of corrected DD Forms 350 must be completed NLT October 24, 1997.

As a result of legislative reporting requirements, new reporting fields are continually being added to the DD Form 350 to facilitate electronic, rather than manual, reporting compliance. Federal agencies report data to the Federal Procurement Data Center which collects, processes and disseminates official statistical data on Federal contracting. The data collected provides a basis for preparation of recurring and special reports to the President, the Congress, the General Accounting Office, Federal executive agencies, and the general public and is used as a means of measuring and assessing the impact of Federal contracting on the Nation's economy, as well as providing data for other policy and management control purposes. Decisions that impact your organizations in terms of staffing and funding levels are also made based on the data you provide.

Finally, FY 98 is fast approaching. This is therefore a good time for each organization to review the requirements of DFARS 253.204-70 and provide refresher courses for contract specialists, contracting officers, and others who prepare and/or review DD Forms 350. Your review of DD Forms 350 submitted during FY 97 should provide a good basis for determining the needs of your activity with respect to accurate reporting and retraining. Demanding accurate reporting today will help meet the needs of the future in answering inquiries and providing data to higher headquarters without the burden of time consuming and costly data scrubs. The automated DD350 replaced dozens of manually collected reports. As our confidence level in the DD 350 database accuracy plummets, more and more manual reporting requirements or validation efforts may be required.

By memorandum dated August 21, 1997, the DASA(P) has designated areas of special interest for FY 98. One such area is the preparation and verification of DD Forms 350 and 1057. Accordingly, all FY 98 Procurement Management Assistance

Team reviews will assess progress in this area to ensure continual improvement in the procurement process. In addition, the DASA(P) has indicated that Principal Assistants Responsible for Contracting should also address these areas when reviewing their subordinate contracting offices.



Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

DISTRIBUTION:

HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

U.S. Army Aviation and Troop Command, ATTN: AMSAT-A-Z, 4300 Goodfellow Boulevard, St. Louis, MO 63120-1798

U.S. Army Chemical and Biological Defense Command, ATTN: AMSCB-PO, Building E4455, Aberdeen Proving Ground, MD 21010-5423

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC, Fort Monmouth, NJ 07703-5000

U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock Island, IL 61299-6000

U.S. Army Missile Command, ATTN: AMSMI-AC, Redstone Arsenal, AL 35898-5280

U.S. Army Soldier Systems Command, ATTN: AMSSC-AD, Kansas Street, Natick, MA 01760-5011

U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-AQ, Warren, MI 48397-5000

U.S. Army Test and Evaluation Command, ATTN: AMSTE-PR, Aberdeen Proving Ground, MD 21005-5055

U.S. Army Research Laboratory, ATTN: AMSRL-CS-PR, 2800 Powder Mill Road, Adelphi, MD 20783-1197

Defense Supply Service - Washington, 5200 Army Pentagon, Washington, DC 20310-5200

Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee Avenue S.W., Fort McPherson, GA 30330-1062

Third United States Army/U.S. Army Forces Central Command, 1301 Anderson Way S.W., Fort McPherson, GA 30330-1096

DISTRIBUTION: (CONT)

U.S. Army Medical Command, ATTN: MCAA, 2706 Dunstan Road, Building 2002,
Suite 38, Fort Sam Houston, TX 78234-6038

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22060-5246

U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A, 820
Chandler Street, Fort Detrick, MD 21702-5014

U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN: ANPC, 103
Third Avenue, Fort Lesley J. McNair, DC 20319-5058

Military Traffic Management Command, ATTN: MTAQ, 5611 Columbia Pike,
Falls Church, VA 22041-5050

U.S. Army Space and Strategic Defense Command, ATTN: CSSD-CM, P.O. Box 1500,
Huntsville, AL 35807-3801

U.S. Army Training and Doctrine Command, ATTN: ATBO-A, Fort Monroe, VA
23651-5000

U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC), Unit 29331,
APO AE 09266

Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit 15237, APO AP
96205-0010

U.S. Army, Pacific, ATTN: APAM, Fort Shafter, HI 96858-5100

U.S. Army South, ATTN: SOCS-CO, Unit 7101, APO AA 34004-5000

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts Avenue, N.W.,
Washington, DC 20314-1000

National Guard Bureau, ATTN: NGB-AQ, Skyline Building Six, Suite 401A,
5109 Leesburg Pike, Falls Church, VA 22041-3201

CF:

Assistant Deputy Chief of Staff for RDA - Acquisition, Contracting and Production
Management, HQ, U.S. Army Materiel Command, ATTN: AMCRDA-A, 5001
Eisenhower Avenue, Alexandria, VA 22333-0001

Lyon, Suzanne - AFLG

From: Lyon, Suzanne - AFLG
Sent: Thursday, September 11, 1997 1:26 PM
To: 'Jim Dijak'; 'Bill Potters'; 'Sandi Horner'; 'Robin Sparks'; 'Victor, Henry'; 'Brian Foulkes'; 'Carl Heckmann'; 'Carole Blixt'; 'Edwards James N.'; 'Ferguson, Bruce'; 'Gary Friedl'; 'Henry, LTC Mike'; 'Howell, Ron - AFLG'; 'Kandul, Stephen'; 'Marv Kastberg'; 'Rick Wisdom'; 'Scibona, Gary'; 'Walt Warfel'
Cc: Blaydes, Jerry - G4 SADB
Subject: FW: July DD350/DD1057 Processing

TO DIRECTORS OF CONTRACTING: Please pass this information to person handling your DD 350 and 1057 reports. We have a very short time to fix the erroneous 350's. Must be corrected prior to 24 Oct in order to be included in database and get credit for the work. On the 1057's we are missing 25 in FORSCOM. If all your 1057's have not been reported, please get this corrected ASAP. Watch for additional hard copy information coming to you in the mail from SADB (Jerry Blaydes) and from the PARC Office. Suzy

From: Davidson, Brian[SMTP:davidsob@sarda.army.mil]
Sent: Wednesday, September 10, 1997 3:40 PM
To: Davidson, Brian
Subject: July DD350/DD1057 Processing
Importance: High

This is for you if you deal with DD350/DD1057 reporting. I hide the distribution lists so your e-mail is shorter.

All July processing is done. If you execute the STREAM commands now, the files will show more data. We added/fixed 8392 DD350s. We are getting closer to catching up. The July o-files for DD1057 are present. The July o-files for DD350s will be available by COB 9/11/97. Please execute the STREAM commands for the GOOD350, MISSING350 and the GOOD1057. All DD350s from October through July that are not on one of the two lists (GOOD350 and MISSING350) need to be sent. I never received them. DO NOT USE THE SHOTGUN APPROACH AND SEND ALL FY 1997 DD350S AGAIN. That only creates more work here and slows everything down. The July statistical reports should be available by 9/12/97 COB.

The following offices as of 9/10/97 15:30 have reported ZERO DD1057s. Either they are closed and you need to inform me or we need their DD1057s ASAP. Many more offices have not reported all 11 DD1057s. You can each get that information from executing the STREAM commands for the GOOD1057 list. All FY 1997 data must be reported by OCTOBER 25, 1997 COB. Through JUNE 97 we had under-reported 26% when compared to FY 1996.

AB23	1st Signal Brigade
AC89	Tooele Army Depot
BT58	Directorate of Peninsula Contracting
CA31	USA Engineer District, Baltimore
CA33	USA Engineer District, New England
CA43	USA Engineer District, St. Louis
CA54	USA Engineer District, Wilmington
CW33	USA Engineer District, New England
HA04	USPFO for California
HA08	USPFO for Florida
HA10	USPFO for Idaho
HA15	USPFO for Kentucky
HA19	USPFO for Massachusetts

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HA29	USPFO for New Mexico
HA33	USPFO for Ohio
HA34	USPFO for Oklahoma
HA35	USPFO for Oregon
HA41	USPFO for Texas
HA44	USPFO for Virginia
HA45	USPFO for Washington
HA49	USPFO for the District of Columbia
HA70	USPFO for Puerto Rico
KF63	Directorate of Contracting, Los Alamitos
SA03	ARCENT Contracting Office
SW02	Joint Visual Information Activity
ZA93	Special Boat Squadron One (SBR-1)
ZA98	Naval Special Warfare Center
ZD05	Uniformed Services University of
ZF21	Defense Finance and Accounting Service
ZF22	Defense Finance and Accounting Service
ZF24	Defense Finance and Accounting Service
ZF25	Defense Finance and Accounting Service
ZF26	Defense Finance and Accounting Service
ZF27	Defense Finance and Accounting Service
ZF28	Defense Finance and Accounting Service
ZK10	DoDDS
ZM22	National Imagery and Mapping Agency
ZP13	T-ASA, March Contracting Office
ZP14	T-ASA, Alexandria Contracting Office

Regards,

Brian Davidson

OSARDA, Information Management and Analysis Directorate

Tel: (703) 681-9781 DSN 761-9781

Fax: (703) 681-9304 DSN 761-9304

Alternate

Fax: (703) 681-7580 DSN 761-7580

Email: DavidsoB@SARDA.ARMY.MIL

Lyon, Suzanne - AFLG

From: Blaydes, Jerry - G4 SADB
Sent: Friday, August 29, 1997 11:15 AM
To: bennett, jon; Blixt, Carole DOC; Davidson, Judy - AFLG; Edwards, Jim; Ferguson, Bruce; Foulkes, Brian; Friedl, Gary; Gerber, Brian - SJA; Heckmann, Carl; Kandul, Steven; Kastberg, Marv; semo, annie; victor, henry; Wardlow, Judy--DOC; Warfel, Walt; West, Glenn; Wisdom, Rick
Cc: Lyon, Suzanne - AFLG
Subject: FW: FY 1997 DD350s

DOC's,

Please have your Systems Administrators send an email message to Brian Davidson at the HQDA Contract Statistics Office. This will allow him to capture your respective email addresses. He has agreed to put you on distribution for the statistical reports he produces and for important information on reporting.

Each DOC has a directory on HQDA's system. Your SA's can access their system to retrieve your error listings (o-files) and to get listings of your DD Forms 350 that have been accepted and rejected by HQDA. Please contact Mr. Davidson for instructions on how to do this.

From: Davidson, Brian[SMTP:davidsob@sarda.army.mil]
Sent: Wednesday, July 30, 1997 10:24 AM
To: Davidson, Brian
Subject: FY 1997 DD350s
Importance: High

Update for FY 1997 Reporting:

DD1057s:

We are running DD1057s as your file arrives. The STREAM jobs are all working and the o-files will be there within 24 hours.

DD350s:

All DD350s from October through April are loaded. The corresponding o-files will be in your account by 7/31/97. The STREAM jobs are all working. We are loading data based upon DoD accepting it without errors. That has been the root problem of the delays in getting o-files and data loaded. We expect to have May data loaded by 8/8/97 or sooner. June and July data is planned to be loaded by 8/20/97. We should be back on track by then. All SAACONS sites have the ability to use the automated COMPARE software to assure that 100% of your DD350s are reported to DA. Please make every effort to utilize that software. The STREAM jobs are available for manual confirmation of DD350 reporting.

REPORTS:

The second quarter reports are run. I will be e-mailing them by 8/1/97. Every month of Dec - April reports are available via FTP through your normal DD350 logon. We will e-mail the third quarter reports by 8/20/97. The July reports will follow soon thereafter.

If you have questions, contact me via e-mail first. Describe your problem or question. Hopefully we have documentation that we can e-mail

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to you. In the e-mail, give us your name, phone and fax numbers and your office code (i.e. DAAA32 or AA32).

The distribution list is hidden (BCC) to lessen the amount of garbage you have to see in a e-mail. There was no ulterior motive.

Regards,

Brian Davidson
OSARDA, Information Management and Analysis Directorate

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